

**Kelvinside Allotments
CONSTITUTION (October 2001)**

(November 1997 with further revisions November 2001)

1. NAME

The Association shall be known as Kelvinside Allotments Association (hereinafter "the Association").

2. OBJECTS

The objects of the Association shall be:

- a) to manage and supervise Allotments (within the Glasgow West area) for the benefit of the Members of the Association, in accordance with Glasgow City Council Rules and Regulations and in accordance with the Association's General Rules and Conditions of Let.
- b) to promote by whatever means agreed by the Membership, the suitable provision of Allotments in the Glasgow West area.
- c) to provide, by whatever means agreed by the Membership, support for the ploholders and opportunities for the public to learn about Allotments and their cultivation.

In pursuit of these Objects, the Association shall be non-political, non-sectarian and non-racial.

3. MEMBERSHIP & FEES

- a) Membership shall be confined to persons who are resident in the City of Glasgow and whose fees are fully paid by the due date, and who undertake to cultivate their Allotment in accordance with the City Council's Rules and Regulations
- b) The due date for the payment of fees is normally the Annual General Meeting (AGM) or within 4 weeks of the AGM, at the Committee's discretion.
- c) The Annual Association Membership Fee shall be determined at the previous year's AGM. Members will be notified of any proposed changes in Fee, at least four weeks prior to the AGM.

In addition to the Association Membership Fee, members pay an Annual Rent to Glasgow City Council. Changes in the Annual Rent will be notified to members in advance of the AGM, but are not open to alteration by the AGM.

- d) It is permissible for an Allotment lease to be in the names of two eligible persons.

Where a lease is in the names of two persons, the registered addressee must be a member of the Association, but it is permissible for the second person also to be a member. When the second person has paid a membership fee, he/she will be sent Association communications, have full voting rights at the AGM and be eligible for election to the Committee. It is not permissible for two of the Association's office bearers to be joint lessees of a plot.

- e) If a ploholder wishes to introduce a second eligible person to the lease, they shall inform the Secretary. After a period of three years, or at the discretion of the Secretary, the second person would assume continuity rights as in 3d.
- f) The Association's Waiting List will be maintained in a strict, consecutive manner, by the Secretary. In adding names to the Waiting List, the Secretary will employ an equal opportunities policy. The Secretary may refuse to add to the Waiting List any person known to have been expelled from an Allotment Association elsewhere.

4. MANAGEMENT COMMITTEE

- a) Association members shall appoint a Committee consisting of: President, Vice-President, Secretary, Treasurer and up to eight other members.
- b) Office bearers shall be appointed for a period of three years and may stand for re-election. Committee members shall be elected annually and may also stand for re-election.

c) The Committee shall have the powers to manage the affairs of the Association between AGMs. The Committee shall carry out any instructions given to them by a majority of Members at an AGM.

5. ADDITIONAL MEMBERS AND SUB-COMMITTEES

The Committee shall have the power to co-opt up to two additional members, as determined by the Committee. Co-optees shall have no voting rights on the Committee. The Committee shall have the power to appoint such sub-Committees as it may from time to time decide, and shall determine their powers and terms of reference.

6. MEETINGS

- a) The Committee shall meet Monthly during the growing season, or at the discretion of the President or Secretary.
- b) The Annual General Meeting shall be held in November of each year. An Extraordinary General Meeting may be summoned on the request, in writing, of 25 members.
- c) Notice, in writing, shall be given of motions or business to be brought forward at an AGM, at least 4 weeks prior to the AGM.
- d) At the discretion of the chair, relevant business may be discussed at the AGM, without prior notice.
- e) To ensure that AGM business is fully completed, any guest speaker invited to address the meeting will do so after the business of the AGM has been completed.

7. RULES AND PROCEDURES AT MEETINGS

- a) **Chair:** All meetings will be chaired by the President, or by another Association Member, as agreed by those present.
- b) **Voting:** All votes will be decided by a simple majority of the Members present. In the event of a tied vote, the Chair has a casting vote.
- c) **Quorum:** The quorum for Committee Meetings is 4 elected members, for other Meetings, 15 members.
- d) **Disputes:** In the event of any dispute over the conduct of a meeting, the Chair's decision shall be final.
- e) **Resolutions:** Any member may propose a resolution for discussion at a General Meeting. To ensure that a resolution is discussed, it should be submitted, in writing to the Secretary, along with the names of the Proposer and a Seconder, in time for it to be circulated to the Members 4 weeks in advance of the relevant meeting. Any member may propose a resolution at a General Meeting, but in this case, it will be the Chair's decision whether or not it will be put to the Meeting. Resolutions proposing alterations to the Constitution may only be put to an Annual General Meeting.

8. FINANCE

- a) All monies raised by the Committee shall be applied to further the objects of the Association (see Clause 2: a;b;c) and for no other purpose.
- b) No member of the Committee shall normally be paid fees or receive any remuneration other than out-of-pocket expenses.
- c) The Treasurer shall keep proper accounts of the finances of the Association and shall pay all monies not immediately required into a bank account in the name of the Association. The funds of the Association shall be held in a bank account operated by two office bearers.
- d) The accounts shall be passed to an independent examiner who shall be appointed at the AGM, The accounts shall be passed to the independent examiner two months before the AGM, so that they can be circulated to the Members with the AGM papers.

9. DISSOLUTION

If the Committee, by a majority, decide at any time that it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association. Notice shall be not less than four weeks, and shall state the terms of the resolution to be proposed.

10. ALTERATIONS

Proposals to alter this Constitution can only be made as Resolutions at an Annual General Meeting of the Association. Alterations will be made as a result of resolutions passed by a simple majority of members present.

ADOPTED AS THE CONSTITUTION OF KELVINSIDE ALLOTMENTS ASSOCIATION AT AN ANNUAL GENERAL MEETING DULY CONVENEED AT HILLHEAD LIBRARY ON THE DAY OF NOVEMBER 1997, AND FURTHER REVISED ON THE 29TH DAY OF NOVEMBER 2001